

# **Indiana State Library Flexible Work Week Committee records L193**

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March 31, 2016

Describing Archives: A Content Standard

Rare Books and Manuscripts  
140 North Senate Avenue  
Indianapolis, Indiana, 46204  
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## Summary Information

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<b>Repository</b>	Rare Books and Manuscripts
<b>Creator</b>	Indiana State Library.
<b>Title</b>	Indiana State Library Flexible Work Week Committee records
<b>Date</b>	1979-1980
<b>Extent</b>	0.3 Cubic feet 1 manuscript box
<b>Language</b>	English

### Preferred Citation

Indiana State Library Flexible Work Week Committee records, Rare Books and Manuscripts, Indiana State Library

## Administrative History

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Beginning in March 1979, a committee began studying the possibility of instituting a "flexible work week" for employees of the Indiana State Library. Meetings were held on June 4, 1979 to explain the work of the Flexible Work Week Committee (later referred to as the Flextime Committee) and to distribute a questionnaire to library employees in all divisions. In the fall of 1979, the committee recommended that a flexible work schedule be permitted on an experimental basis. After the Indiana Division conducted a "dry run" on the paper work needed for flexible scheduling, the committee presented the proposal to the Library and Historical Board in May 1980. The board approved the proposal, but the State Personnel Board determined that the proposed form of flexible scheduling would violate the law. As a result, the Flextime Committee's final report recommended setting aside the study of flexible scheduling and abolishing the committee.

Source:

Information found within collection.

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## Scope and Contents

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This collection contains notes, memos, and forms from the Indiana State Library's Flexible Work Week Committee ranging from March 1979 to May 1980. The collection includes completed employee questionnaires from each Library division regarding a flexible work schedule, the proposal by the committee, and the final report.

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## Arrangement

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This collection is arranged chronologically.

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## Administrative Information

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## **Publication Information**

Rare Books and Manuscripts

## **Conditions Governing Access**

This collection is open for research.

## **Conditions Governing Use**

Legal title, copyright, and literary rights reside with Rare Books and Manuscripts, Indiana State Library, Indianapolis, IN. All requests to publish or quote from manuscripts must be submitted to Rare Books and Manuscripts.

## **Custodial History**

This collection was received by Rare Books and Manuscripts as a records transfer from the Indiana Division.

## **Accruals**

No further additions are expected.

## **Processing Information**

Collection processing completed 2016/03/23 by Laura Eliason. EAD finding aid created 2016/03/23 by Laura Eliason.

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## **Controlled Access Headings**

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### **Subject(s)**

- Flexible work arrangements
- Questionnaires--Forms

## Collection Inventory

	<b>Box</b>	<b>Folder</b>
Committee notes, 1979/03/12-1979/06/04	1	1
Questionnaires-Archives, 1979/06/04	1	2
Questionnaires-Division for the Blind and Physicially Handicapped, 1979/06/04	1	3
Questionnaires-Business and Administrative Division, 1979/06/04	1	4
Questionnaires-Extension Division, 1979/06/04	1	5
Questionnaires-Genealogy Division, 1979/06/04	1	6
Questionnaires-Reference and Loan Division, 1979/06/04	1	7
Questionnaires-Catalog Division, 1979/06/04	1	8
Questionnaires-Indiana Division, 1979/06/04	1	9
Committee notes and flexible work week proposal, 1979 September-1980 May, undated	1	10

Individual schedule request forms and work area scheduling worksheets, Indiana Division, 1980 May, undated	1	11
Work area scheduling worksheets, Indiana Division, 1980 February, undated	1	12
Committee notes, memos, and final report, 1980 March-1980 May, undated	1	13
Committee presentation overhead transparencies, 1980 May	1	14